Craig, James Alexander [Professor of Oriental Languages] Sept. 1917 - Mar. 1918

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Ototer 1st, 1917

Professor J. A. Craig,

University of Toronto.

Dear Professor Craig:

I am very sorry that you have had the misfortune to lose your keys and regret that it inconveniences you to make a deposit. This matter, however, was determined by the Board of Governors several years ago, and the Superintendent is acting under their authority. The explanation of it is that if several keys are lost the Superintendent finds it necessary to change the system of locks, and this is the reason that the deposit is put at a high price. He gives a tag to each holder of a key in order that if the keys are found they may be returned and the finder be rewarded.

As the regulation does not come under my jurisdiction I do not see what change can be made except by appealing to the Governors.

Yours sincerely,

President.

Craig, James Alexander

Professor of Oriental Languages

Sept. 1917 - Mar 1918

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University of Toronto
TORONTO, CANADA

DEPARTMENT OF SEMITICS

Sept. 29. '17.

Sir Robt Falconer
President.

Dear Sir, I unfortunately lost my bunch of keys this summer, two of which were to University Hall. I have applied to the Superintendent to have these keys replaced and find that he refuses to do this in accordance with some regulation of which he speaks. without a deposit of $5.00 This seems to me a very unreasonable demand. I cannot afford to pay $2.50 for 25¢ keys. Very truly yrs J. A. Craig.

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University of Toronto.

PRESIDENT'S OFFICE.

October 30th, 1913.

DEAR SIR:

I am enclosing herewith a copy of the by-laws under which the Superintendent has been working since his appointment.

A Committee of the Board of Governors has recently considered whether after the experience of six years any modification of these by-laws should be made, and the report of that Committee was adopted at the last meeting of the Board.

I have been instructed to intimate to you the decision of the Board as to the interpretation of these by-laws and as to procedure arising out of certain of their provisions.

1. With regard to the distribution of keys for the various buildings.

Keys for the outside doors are to be distributed:

(*a*) To all heads of departments, professors of all grades and chief administrative officers either on their personal application or by written order.

(*b*) To lecturers, demonstrators, fellows, class assistants and laboratory attendants on personal application at the Superintendent's office with the written request of the head of the department.

(*c*) To the clerks in the administrative offices on personal application at the Superintendent's office with the written request of the administrative head.

In order to secure the return of the key on the termination of a temporary appointment the Bursar is instructed to withhold the last payment of the salary until the key is returned, or on the request of the head of the department for the extension of the privilege of its use for a definite period, to accept a deposit of five dollars.

2. With regard to the execution of repairs, renewals and structural work for the departments.

Heads of departments have the choice of getting their work done for their laboratories either by the Superintendent's department or by outside firms, but in view of the necessity of supplying exact specifications for and accepting work done by outside firms, they should supply detailed information to the Superintendent as to their requirements in order that estimates may be made on the same basis.

3. With regard to the ordering of supplies.

To avoid unnecessary delay in the procuring of supplies that are required because of an emergency the Bursar is instructed to give some greater latitude as to the amount allowed for any one purchase in the Petty Cash account.

The Board has considered the difficulty which arises in cases of bona fide emergency when it seems necessary for the head of the department to order the supply by telephone or messenger. The Superintendent is authorized to confirm such orders when satisfied that an emergency exists, but the Property Committee shall decide all questions which may arise respecting the meaning or carrying out of this regulation.

When there is a doubt as to whether work or supplies are to be charged to the Superintendent's Department or to the laboratory appropriation, the Superintendent is instructed to ask for a ruling from the Property Committee.

Yours sincerely,

R. A. FALCONER,

President.

There is no regulation here calling for the deposit of $5.00 and the Bursar does not know of any such regulation.

D. J. Craig.

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March 16th, 1918

Professor J. A. Craig,

8 Glenholme Avenue, Toronto.

Dear Professor Craig:

I have just received your letter and regret to know that your financial circumstances have been pressing so hardly upon you though I realise only too well that the high cost of living has created very urgent problems for a very large number of our staff. I have every hope that having this in mind the Governors will be able to persuade the Government to arrange for a bonus for certain members of the staff some time in the coming year. I do not know yet what they will do in the way of either amount or to whom it will apply because these are questions that have to be determined when the estimates are being made up and when they can assure themselves as to the total amount of money that can be secured for this purpose. I have every hope, however, that the regular statutory increases will be given you during the forthcoming year. I am afraid, however, that it will be impossible to arrange for more than the statutory increase in any one year, though as I say I am in good hopes that there will also be some bonus. With kind regards, I am,

Yours sincerely,

President.

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March 19th, 1918

Professor J. A. Craig,

6 Glenholme Avenue,

Toronto.

My dear Professor Craig:

I am astonished to hear that President Mackenzie is a staunch supporter of the pacifist idea. I have never heard such a thing mentioned. I will however write and find out definitely.

I of course cannot say what the Governors will do, but I doubt whether they would be able to grant a bonus that would bring your salary up to $3800. All I know is that they wish to do the most they can for the staff; nor can I promise that in granting the bonus they would necessarily make the salary permanent at that figure. Unfortunately we have to deal with a financial condition that is very pressing and I know that money matters are far more distressing to the individual members of the staff than they are to the University.

I am,

Yours sincerely,

President.